

**King County Board of Ethics
Publications Order Form**

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Today's Date:
Date Needed:
Name:
Phone:
Mail Stop:
Department:
Division:

# Needed	Publication or Item
_____	Summary of the Code of Ethics —a summary of the ethics code in plain language with examples; required to be received by all new employees – <i>Order Only For Employees Who Will Not Attend the New Employee Orientation</i>
_____	Ethics Help Line Card—Helping Employees Make Ethical Decisions —a rolodex-sized card with contact phone number designed for employees who have questions about ethical ways to approach their county work – <i>Order Only For Employees Who Will Not Attend the New Employee Orientation</i>
_____	You and King County: Doing Business with Contractors, Vendors, Clients, and Customers —a brochure for those doing business or seeking to do business with the county – as well as county employees working with these client groups; highlights sections of the ethics code that affect these relationships
_____	Members of King County Boards, Commission, Committees, and Other Multi-Member Bodies —a brochure for volunteer citizens, highlighting ethics code provisions that affect their service on county boards and commissions
_____	Exiting Employees Fact Sheet —a summary of post-employment policy and law and a list of key provisions under the Code of Ethics
_____	Advisory Opinion Subject Index and Summary Guide —a complete set of summarized advisory opinions issued by the Board of Ethics, organized by subject and chronology
_____	2009 Annual Report —a review of the past year, distributed annually to all county elected officials, directors, deputies, and managers
_____	Ethics Poster —12" x 17" poster with peel-off Ethics Help Line card for display in areas wherever employees expect to find helpful county information
_____	Post It-Note Pads —3" x 4" post-it pads in the likeness of an Ethics Help Line card for office use and to serve as a reminder of the ethics resources available to employees

Ethics office fulfilled order (name and date): _____